



TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 7]

CHENNAI, WEDNESDAY, FEBRUARY 17, 2021
Maasi 5, Saarvari, Thiruvalluvar Aandu-2052

Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

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NOTIFICATIONS BY GOVERNMENT

HOME DEPARTMENT

Amendment to the Tamil Nadu Motor Vehicles (Regulation and Control of School Buses) Special Rules, 2012.*[G.O. Ms. No. 41, Home (Transport-VII), 29th January 2021,*

No.SRO A-3/2021.— In exercise of the powers conferred by clause (xxxiii) of sub-section (2) of Section 96, Section 111, and sub-section (2) of Section 138 of the Motor Vehicles Act, 1988 (Central Act 59 of 1988), the Governor of Tamil Nadu hereby makes the following amendment to the Tamil Nadu Motor Vehicles (Regulation and Control of School Buses) Special Rules, 2012, the draft of the same having been previously published as required by sub-section (1) of Section 212 of the said Act:-

AMENDMENT

In the said Rules, in rule 8, in sub-rule (2), in clause (iii), for the expression "three months", the expression "Six month" shall be substituted.

S.K. PRABAKAR,
Additional Chief Secretary to Government.

LABOUR AND EMPLOYMENT DEPARTMENT

Draft Amendments to the Tamil Nadu Shops and Establishments Rules.

*[G.O. Ms. No. 7, Labour and Employment (K2), 11th January 2021,
மார்ச்சு 27, சார்வரி, திருவள்ளூர் ஆண்டு-2021.]*

No.SRO A-4/2021.— The following draft of amendments to the Tamil Nadu Shops and Establishments Rules, 1948 which are proposed to be made in exercise of the powers conferred by sub-section (1) of Section 49 of the Tamil Nadu Shops and Establishments Act, 1947 (Tamil Nadu Act XXXVI of 1947), is hereby published for information of all persons likely to be affected thereby as required by sub-section (3) of Section 49 of the said Act.

(2) Notice is hereby given that the draft amendments will be taken into consideration on or after the expiry of two months from the date of the publication of this Notification in the *Tamil Nadu Government Gazette* and that any objection or suggestion, which may be received from any person with respect thereto, before the expiry of the aforesaid period, will be considered by the Government of Tamil Nadu. Objection or suggestion, if any, should be addressed in duplicate to the Additional Chief Secretary to Government, Labour and Employment Department, Fort St. George, Chennai-600 009 through the Commissioner of Labour, Chennai-600 006.

DRAFT AMENDMENTS.

In the said Rules,-

- (1) sub-rules (4) and (5) of rule 11 shall be omitted;
- (2) in rule 16, for sub-rule (1), the following sub-rule shall be substituted, namely:-

" (1) (a) Every employer shall maintain.-

- (i) a Register of persons employed in Form -U
- (ii) a Register of Employment in Form -V
- (iii) a Register of Wages in Form-W; and
- (iv) a Register of Leave and Social Security Benefits in Form -X.

(b) The registers referred to in clause (a) shall be maintained either electronically or manually.

(c) Where the registers referred to in clause (a) are maintained in electronic form, the layout and presentation of the registers may be adjusted without changing the integrity, serial number and contents of the columns of the registers.

- (3) Forms 'P', 'Q' and 'C' shall be omitted;
- (4) After Form - T, the following Forms shall be added, namely:-

FORM – U.
EMPLOYEE REGISTER.
[See sub-rule (1) of rule (16)]

Name and Address of the Establishment:
Registration Certificate No.:

(1)	Serial Number	
(2)	Name of the employee	
(3)	Employee Identification No.	
(4)	Gender	
(5)	Father / Spouse Name	
(6)	Date of Birth	
(7)	Date of entry into service	
(8)	Designation	
(9)	Present Address	
(10)	Permanent address	
(11)	Employees Provident Fund No.	
(12)	Employees State Insurance Corporation No.	
(13)	Aadhaar No.	
(14)	Date on which completion of 480 days of service	
(15)	Date on which made permanent	
(16)	Period of Suspension if any	
(17)	Bank A/c Number, Name of Bank, Branch (Indian Financial System Code)	
(18)	Photo	
(19)	Mobile Number	
(20)	e-mail I.D	
(21)	Specimen Signature / Thumb Impression	
(22)	Date of Exit	
(23)	Reason for Exit	
(24)	Remarks	

FORM – V.

REGISTER OF EMPLOYMENT.

[See sub-rule (1) of rule (16)]

For the period from to

Name and Address of the Establishment:

Festival Holidays Approval Proceedings No. and Date:

Name and Address of the Employer:

Approved Festival Holidays:

Name of the Manager/Incharge:

(1)	(2)	(3)	(4)	(5)

Registration Certificate No:

Serial Number	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
Name of the Employee	Employee Identification No.			Time at which work commences	Rest Interval	Time at which work ends	Daily Hours of work including overtime (if any)*							Remarks
								Total Days Worked	Total Hours Worked	Number of days on Loss of Pay	Benefit availed for working on National Holiday (**)	Benefit availed for working on Festival Holiday (**)		
								1						
								2						
								3						
								4						
								5						
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* Abbreviations to be used: H-Weekly Holiday FH – Festival Holiday NH – National Holiday EL – Earned Leave ML – Medical Leave

HW – Holidays with Wages MBL – Maternity Leave SH – Substituted Holidays SP – Suspension LOP – Loss of Pay

** Abbreviations to be used:- H- for holidays allowed W/D – for work on double wages W/H – for work with substituted holiday

'N/E' if not eligible for wage

FORM – W.

REGISTER OF WAGES

[See sub-rule(1) of rule (16)]

Name and Address of the Establishment:

Total number of persons employed:

Name and Address of the Employer:

Name of the Manager/Incharge:

Registration Certificate No:

Wage Period from to (Monthly / Fortnightly / Weekly / Daily / Piece Rated)

Men	Women	Male young person	Female young person

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FORM -X
REGISTER OF LEAVE AND SOCIAL SECURITY BENEFITS
[See sub-rule (1) of rule (16)]

Name and Address of the Establishment:
Name and Address of the Employer:
Name of the Manager/Incharge:
Registration Certificate No.:

For the month of Year

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Draft Amendments to the Tamil Nadu Beedi and Cigar Workers (Conditions of Employment Rules.

[G.O. Ms. No. 8, Labour and Employment (K2), 11th January 2021,
மார்ச்சு 27, சார்வரி, திருவள்ளூர் ஆண்டு-2051.]

No.SRO A-5/2021.—The following draft of amendments to the Tamil Nadu Beedi and Cigar Workers (Conditions of Employment) Rules, 1968 which are proposed to be made in exercise of the powers conferred by section 44 of the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 (Central Act 32 of 1966) and in supersession of the Labour and Employment Department Notification No.SRO A-56/2017, published at pages 181-183 of Part III-Section 1(a) of the *Tamil Nadu Government Gazette*, dated the 13th December 2017, is hereby published for general information of all persons likely to be affected thereby, as required by sub-section (3) of Section 44 of the said Act.

2. Notice is hereby given that the draft amendments will be taken into consideration on or after the expiry of three months from the date of the publication of this Notification in the *Tamil Nadu Government Gazette* and that any objection or suggestion, which may be received from any person with respect thereto, before the expiry of the aforesaid period will be considered by the Government of Tamil Nadu. Objection and suggestion, if any, should be addressed to the Additional Chief Secretary to Government, Labour and Employment Department, Fort St. George, Chennai-600 009 through the Commissioner of Labour, Chennai – 600 006.

DRAFT AMENDMENTS

In the said rules.-

- (1) in rule 26, sub-rule (2) shall be omitted;
- (2) rule 28 shall be omitted;
- (3) in rule 36,-
 - (i) for sub-rule(1), the following sub-rule shall be substituted, namely:-
 - (1) (a) Every employer shall maintain
 - (i) an Employee Register in Form No. XIX;
 - (ii) a Register of Employment in Form No. XX;
 - (iii) a Register of Wages in Form No. XXI and
 - (iv) a Register of Leave and Social Security Benefits in Form No. XXII.
 - (b) The registers referred in clause (a) shall be maintained either electronically or manually.
 - (c) Where the registers referred in clause (a) are maintained in electronic form, the layout and presentation of the register may be adjusted without changing the integrity, serial number and contents of the columns of the register."
 - (ii). in sub-rule 2A,-
 - (a) clause (ii) shall be omitted;
 - (b) for clause (iii) the following clause shall be substituted, namely:-

" (iii) If an employee loses his Service Book the employer shall provide him with another copy thereof on payment of ten rupees, within three days from the date of receipt of an application to that effect and shall have entries made in it from the Employee Register in Form XIX. The cost of photograph of the employee to be affixed to the Service Book shall be met by the employer.;"
 - (c) sub-rules (3) and (5) shall be omitted.
- (4) Form Numbers "V", "VI", "VII", "XIII", "XIV-B", "XV" and "XVI" shall be omitted.
- (5) After Form No.XVIII, the following Forms shall be added, namely:-

FORM No – XIX
Employee Register.
[See sub-rule (I) of rule 36]

Name and Address of the Beedi and Cigar Establishment:

Name and Address of the Employer:

Name of the Manager / Incharge

License No:

Serial No.	(1)	Name of the employee	(2)	Employee Identity No.	(3)	Gender	(4)	Father / Spouse Name	(5)	Date of Birth	(6)	Date of entry into service	(7)	Category (Highly skilled / Skilled/ Semi-skilled / Unskilled)	(8)	Designation	(9)	Industrial worker / Home worker	(10)	Present Address	(11)	Permanent Address	(12)	Employees Provident Fund Number	(13)	ESI Corporation Number	(14)	Aadhaar Number	(15)	Issue of Service Book	Date of issue to the employee	(16)	Date on which received for making entry and date on which returned	(17)	Date of receipt of application for duplicate copy and Date on which duplicate copy issued	(18)	Date on which completion of 480 days of service	(19)	Date on which made permanent	(20)	Period of Suspension if any	(21)	Bank A/c Number, Name of Bank, Branch (IFSC)	(22)	Photo	(23)	Mobile Number	(24)	Specimen Signature / Thumb Impression	(25)	Date of Exit	(26)	Reason for Exit	(27)	Remarks	(28)
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FORM No – XX

REGISTER OF EMPLOYMENT.

[See sub-rule (1) of rule 36]

For the period from to

Name and Address of the Beedi and Cigar Establishment:

Festival Holidays Approval Proceedings No. and Date:

Name and Address of the Employer:

Approved Festival Holidays:

1	2	3	4	5
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Name of the Manager/Incharge:

License No:

Serial No. in Employee Register	Name of the employee	Time at which work commences	Rest Interval	Time at which work ends	Daily Hours of work in including overtime (If any)*/ No. of Beedi / Cigar Manufactured in case of Home workers		Total Days Worked	Total Hours of Overtime Worked	Number of days on Loss of Pay	Benefit availed for working on National Holiday (**)	Benefit availed for working on Festival Holiday (**)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)	(9)	(10)	(11)	(12)
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* Abbreviations to be used: H-Weekly Holiday FH – Festival Holiday NH – National Holiday EL – Earned Leave ML – Medical Leave

HW – Holidays with Wages MBL – Maternity Leave SH – Substituted Holidays SP – Suspension LOP – Loss of Pay

** Abbreviations to be used:- H- for holidays allowed W/D – for work on double wages W/H – for work with substituted holiday

'N/E' if not eligible for wages

FORM NO. – XXI

REGISTER OF WAGES.**[See sub-rule (1) of rule 36]**

No. of employees

Industrial Premises	Home Workers	Young person
Adult		

Name and Address of the Beedi and Cigar Establishment:

Name and Address of the Employer

Name of the Manager/Incharge:

License No:

Total number of persons employed:

Total number of men employed:

Total number of women employed:

Wage Period from to (Monthly / Fortnightly / Weekly / Daily / Piece Rated)

Serial No. in Employee Register	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)
Name of the employee			Number of days worked	Basic Wage	Dearness Allowance	House Rent Allowance	Other Allowances (nature may be specified)	Overtime Wages	Leave Wages	Gross Wages	Provident Fund	Employees State Insurance	Labour Welfare Fund	Loss of Pay	Advance Paid	Advance recovery pending at the beginning of the month	Advance Recovered	Pending Recovery	Deduction imposed on Damages, Loss or Fines	Deduction recovery pending at beginning of the month	Deduction made on Damages, Loss or Fines	Pending Recovery	Any other Deductions	Total Deductions	Net Wages	Date of payment	Unpaid accumulations	Rate at which subsistence allowance calculated and amount paid	Receipt by Employee / Bank Transaction I.D. and Date

FORM No. – XXII

REGISTER OF LEAVE AND SOCIAL SECURITY BENEFITS.

[See sub-rule (1) of rule 36]

Name and Address of the Beedi and Cigar Establishment:

Name and Address of the Employer:

Name of the Manager/Incharge:

License No:

For the month of Year

Serial No. in Employee Register	(1)	Name of the employee	(2)	Industrial Worker / Home Worker	(3)	Earned Leave				Medical Leave			Other Leave			Maternity Benefits					Gratuity Benefits												
	(4)	Leave at the beginning of the month	(5)	Leave earned during the period	(6)	leave availed during the month	(7)	Leave balance at the end of the month	(8)	Leave at beginning of the month	(9)	Leave availed during the month	(10)	Leave balance at end of the month	(11)	Leave at beginning of the month	(12)	Leave availed during the month	(13)	Leave balance at end of the month	(14)	Date of giving notice of pregnancy / delivery	(15)	Amount of Maternity benefit paid in advance, of expected delivery and Date of payment	(16)	Subsequent payment of maternity benefit and date of payment	(17)	Amount paid as Medical Bonus and Date of payment	(18)	Leave with Wages as per Section 9 or 10 under MB Act, 1961	(19)	Whether nomination received from the employee	(20)

Md.NASIMUDDIN,
Additional Chief Secretary to Government

MUNICIPAL ADMINISTRATION AND WATER SUPPLY DEPARTMENT

Amendments to Tamil Nadu Municipal Accounts Service Rules, 2015

[G.O.Ms. No.5, *Municipal Administration & Water Supply (ME.1)*, 2nd February 2021,
தை 20, சார்வாரி, திருவள்ளூர்வராண்டு 2052.]

No. SRO-A 6/2021.--In exercise of the powers conferred by sub-section (2) of Section 77-A of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), the Governor or Tamil Nadu hereby makes the following amendments to the Tamil Nadu Municipal Accounts Service Rules, 2015:-

AMENDMENTS

In the said Rules,-

(1) in rule 1, sub-rule (a), for the expression "2015", the expression "2016" shall be substituted;

(2) in rule 7,-

(a) in sub-rule (a), for the expression "as on 15th March of the year in which the selection for appointment is made or notification issued, as the case may be", the expression "as on the 1st July of the year in which the vacancy is notified" shall be substituted;

(b) in the proviso, for the expression "as on 15th March", the expression "as on the 1st July" shall be substituted.

HARMANDER SINGH,
Additional Chief Secretary to Government.